


## Enrolling in an On-Duty Class

### General Instructions

This Step-by-step Instruction explains how to enroll in an On-Duty class.

Step-by-step instructions are provided for the tasks listed below. Select the task to go directly to it. To return to this page, select the  arrow.

- [Requesting Enrollment in an On-Duty Class \(E-6 and Below\)](#)
- [Requesting Enrollment in an On-Duty Class \(E-7 and Above\)](#)
- [Requesting Enrollment in an On-Duty Class \(Civilian/Other Service Members\)](#)
- [Viewing On-Duty Class Enrollment Information](#)

### Business Policies

- Army Education Centers provide several On-Duty programs, including but not limited to:
  - **Basic Skills Education Program (BSEP)** for Soldiers who want to improve general reading, language, and math skills, and Test of Adult Basic Education (TABE) scores
  - **GT Improvement** for Soldiers who want to improve their GT scores
  - **General Education Development (GED) Test Preparation** for Soldiers who enlisted without a high school diploma or GED
  - **Reading Skill Development** for Soldiers planning to attend advanced military schooling who want or need to improve their reading skills
  - **Preparation for Post-Secondary School** for Soldiers who need help preparing for placement tests or classes
  - **Professional Development** for Soldiers needing to improve specific professional skills. Commanders or Army Education Counselors may refer Soldiers for any part of the program.
- Soldiers with the rank of E-6 and below must obtain Commander approval to attend an On-Duty class.
- Soldiers with the rank of E-7 and above can confirm their own On-Duty class enrollment.
- Civilians and other service members can confirm their own On-Duty class enrollment.
- After confirmation to take an On-Duty class, Soldiers, civilians and other service members will receive email notification.
- Army Education Counselors can assist with On-Duty class enrollments.
- Once the class has ended, no further updates can be made, except adding a grade.
- Grades are pass/fail only, and are not included in the Soldiers Army Tuition Assistance Grade Point Average (TA GPA).

## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

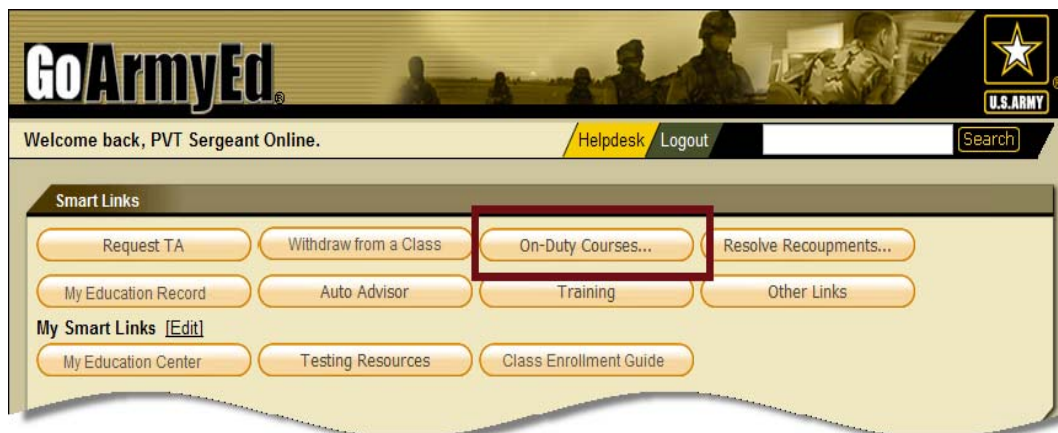
Use the following steps to request enrollment in an On-Duty class for Soldiers with a rank of E-6 and below.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.


1. Log into GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your user name and password.



2. Your GoArmyEd homepage appears.
3. In the Smart Links section, select **“On-Duty Courses.”**



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

4. The On-Duty Enrollment Request screen appears. Select the magnifying glass icon  in the “Class ID” field.

**Note:** Fields marked with an asterisk must be completed.


### On-Duty Enrollment Request

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	0007362	Online,Sergeant	Rank: Private
SSN:	-7362		GeoEd Center: Schofield Brks

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	<input type="text"/> 
*Objective:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Print and Sign On-Duty Enrollment Request Form (PDF)"/>	

5. The Look Up Class ID screen appears with a list of On-Duty classes. Select the On-Duty class you want to view.

### Look Up Class ID

Class ID:	=	<input type="text"/>
Class Name:	begins with	<input type="text"/>
Start Date:	>=	<input type="text"/>
End Date:	<=	<input type="text"/>
Geo Ed Center:	begins with	<input type="text"/>
Delivery Mode:	=	<input type="text"/>
Pay Type:	=	<input type="text"/>
Class Type:	begins with	<input type="text"/>
Building:	begins with	<input type="text"/>

[Basic Lookup](#)

### Search Results

[View All](#)

First  1-15 of 15  Last

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Seats Available	Geo Ed Center	Geo Ed Center Descr	Pay Type	Class Type
65	Life Skills	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Ft Benning Geo Ed Center	BA33	MR
66	Life Skills	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Ft Benning Geo Ed Center	BA33	MR
68	Life Skills	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Ft Benning Geo Ed Center	BA33	MR
70	Life Skills	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Ft Benning Geo Ed Center	MDEP	MR
71	Life Skills Course	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Ft Lewis Geo Ed Center	MDEP	MR
72	Life Skills	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Mannheim - Coleman Geo Ed Center	BA33	MR
74	Life Skills	02/09/2009	03/27/2009	9:00AM	10:00AM	Y	N	Y	N	N	N	N	20	13077	Yongsan Geo Ed Center	MDEP	MR

**Note:** You can select any column heading to sort in ascending order.

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Seats Available	Geo Ed Center	Geo Ed Center Descr	Pay Type	Class Type
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## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

6. The On-Duty Enrollment Request form appears. Review the **Class Details** section, including:
- Start and end date
  - Start and end time
  - Days of the week class is held
  - Location: Building and Room
  - Class Description

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	0007362	Online, Sergeant	Rank: Private
SSN:	-7362	GeoEd Center:	Schofield Brks

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	74 Life Skills
Enrollment Status:	
Class Section:	104

Class Details			
Class Type:	MR	Credit Hours:	2.00
Start Date:	02/09/2009	End Date:	03/27/2009
Start Time:	9:00AM	End Time:	10:00AM
Cost Per Unit:	\$500.00	Unit of Cost:	Class
GeoEd Center:	Ft Benning	Room:	3C222
Building:	Hoffman Building		
Class Description:	learn the continents and their countries		


Enrollments in Class					
Total Seats:	20	Issued:	0	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	20

\*Objective:

☐ Send Electronically?



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)


7. To select a different On-Duty class, select the magnifying glass icon  to return to the previous Look Up Class ID screen.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.


The fields indicated with \* are mandatory.

Student Information			
EmplID:	0007362	Online,Sergeant	Rank: Private
SSN:	-7362		GeoEd Center: Schofield Brks

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	74  Life Skills
Enrollment Status:	
Class Section:	104

Class Details			
Class Type:	MR	Credit Hours:	2.00
Start Date:	02/09/2009	End Date:	03/27/2009
Start Time:	9:00AM	End Time:	10:00AM
Cost Per Unit:	\$500.00	Unit of Cost:	Class
GeoEd Center:	Ft Benning	Room:	3C222
Building:	Hoffman Building		
Class Description:	learn the continents and their countries		

Enrollments in Class					
Total Seats:	20	Issued:	0	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	20


\*Objective:  

☐ Send Electronically?

8. Select the drop-down arrow in the “**Objective**” field and select the reason you are requesting to attend this particular On-Duty class.

Class Description:

Enrollments in Class					
Total Seats:	20	Issued:	0	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	20

\*Objective:  

☒ Confirm Now ☐ Confirm By Commander

- Basic Skills Education Program
- GT Improvement
- General Education Development
- High School Completion
- Preparation for College
- Professional Development
- Reading Skills Development



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

9. Soldiers with the rank of E-6 and below must obtain Commander approval to attend an On-Duty class one of two ways: email or print option.

### Email Option:

You can choose to send an email to your Commander for approval to attend an On-Duty class by checking the “**Send Electronically?**” check box or go to **Step 11** to print the form. The form requires your Commander’s signature.

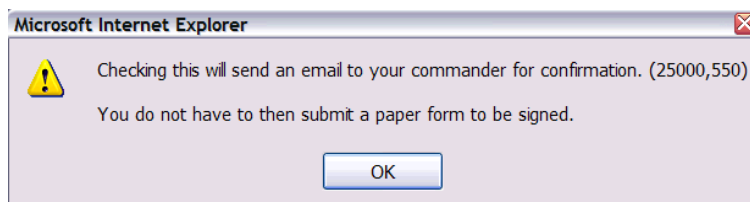
Enrollments in Class

Total Seats: 20	Issued: 0	Confirmed: 0	Verified: 0	Withdrawn: 0	Open: 20
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\*Objective: General Education Development

☒ Send Electronically?

A pop-up message appears stating an email will be sent to your Commander, and you do not have to submit a paper form to be signed for approval to attend the On-Duty class.



The Commander Information section appears. You must complete the “**Name**,” “**Phone**,” and “**Email**” fields.

Enrollments in Class

Total Seats: 20	Issued: 0	Confirmed: 0	Verified: 0	Withdrawn: 0	Open: 20
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\*Objective: General Education Development

☒ Send Electronically?

**Commander Information**

\*Name: Captain Joe J. Smith \*Phone: 706-554-4567

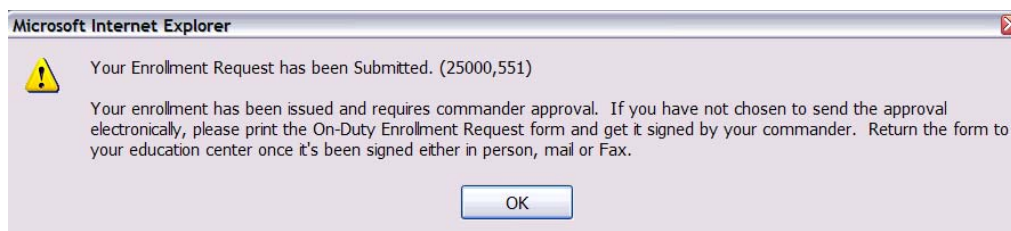
\*Email: joe.j.smith@us.army.mil

Select the “**Submit**” button to send the email.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

10. After selecting the “**Submit**” button, a message appears stating your enrollment request has been submitted and the Commander must approve or disapprove your request to attend the On-Duty class. Select “**OK.**”



You will receive email notification informing you of your Commander’s decision.

### 11. Print Option:

To print the **On-Duty Enrollment Request** form, select the “**Submit**” button.

Soldiers with the rank of E-6 and below must obtain Commander approval to attend the On-Duty class. The signed form must be returned to your Army Education Center.

### On-Duty Enrollment Request

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmpID:	0007362	Online, Sergeant	Rank: Private
SSN:	-7362		GeoEd Center: Schofield Brks

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	74 Life Skills
Enrollment Status:	
Class Section: 104	

Class Details			
Class Type:	MR	Credit Hours:	2.00
Start Date:	02/09/2009	End Date:	03/27/2009
Start Time:	9:00AM	End Time:	10:00AM
Cost Per Unit:	\$500.00	Unit of Cost:	Class
GeoEd Center:	Ft Benning	Non-Military Student Cost:	\$0.00
Building:	Hoffman Building	Room:	3C222
Class Description:	learn the continents and their countries		

Enrollments in Class					
Total Seats:	20	Issued:	0	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	20

\*Objective:

☐ Send Electronically?

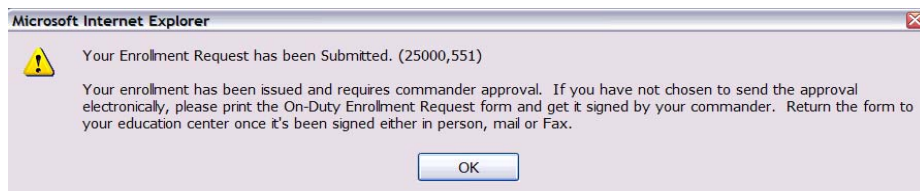
**Submit**      [Print and Sign On-Duty Enrollment Request Form \(PDF\)](#)





## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

12. After selecting the “**Submit**” button, a message appears stating your enrollment request has been submitted and the Commander must approve or disapprove your request to attend the On-Duty class. Select “**OK.**”



13. The “**Enrollment Status**” field displays **Issued** and your Commander’s approval is needed to confirm your enrollment in the On-Duty class.
- Select the “**Print and Sign On-Duty Enrollment Request Form (PDF)**” button.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	0007362	Online,Sergeant	Rank: Private
SSN:	-7362		GeoEd Center: Schofield Brks

Enrollment Information			
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.			
*Class ID:	74	Life Skills	Class Section: 104

Class Details			
Class Type:	MR	Credit Hours:	2.00
Start Date:	02/09/2009	End Date:	03/27/2009
Start Time:	9:00AM	End Time:	10:00AM
Cost Per Unit:	\$500.00	Unit of Cost:	Class
GeoEd Center:	Ft Benning	Room:	3C222
Building:	Hoffman Building		
Class Description:	learn the continents and their countries		

Enrollments in Class					
Total Seats:	20	Issued:	0	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	20

\*Objective: Basic Skills Education Program

☐ Send Electronically?

**Submit** **Print and Sign On-Duty Enrollment Request Form (PDF)**

14. A screen appears stating the report is running.

**Report is running. Please wait. A link will be displayed when the report is done.**

15. After the report is completed, a screen appears with the following message. Select the “**Click here to view the report**” link.

[Click here to view the report](#)





## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

16. The **Request to Attend On-Duty Training PDF** form appears with the On-Duty class information.

Soldiers with the rank of E-6 and below must obtain a Commander's approval to attend the On-Duty class. The signed form must be returned to your Army Education Center to confirm the approval or disapproval and date and time in your Student Record. After your On-Duty class enrollment is confirmed, you will receive a confirmation email.

Printed: 02/09/2009

### REQUEST TO ATTEND ON-DUTY TRAINING ARMY CONTINUING EDUCATION SYSTEM

#### GENERAL INFORMATION

NAME OF APPLICANT: Sergeant Online RANK: Private/E1  
UNIT: AV CO CO B AVN MAI MOS: 35S GT: 115 SSN: -7362

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Class Name: Life Skills

CLASS ID	START DATE	END DATE	DAYS	START TIME	END TIME
126	02/09/2009	03/27/2009	MoWe	9:00AM	10:00AM

BUILDING: 1345  
ROOM: 101

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#### COMMENTS

I am requesting this class to support my educational objectives.

Issue Date: 02/09/2009

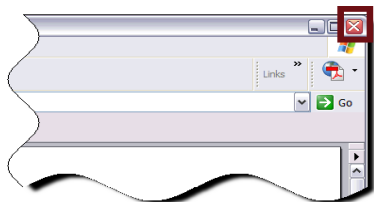
I request permission to attend above training. I understand that regular class attendance is expected and that non-attendance will be reported to my unit. If enrolled in the FAST program, upon completion of class and recommendation by an educational advisor, I request permission to take an AFCT Retest. I authorize the Education Center to receive a copy of my AFCT retest results.

Issue Date: 02/09/2009 Signature of Applicant: \_\_\_\_\_  
Sergeant Online

Request is approved. The applicant will be available to attend class as scheduled. Attendance is mandatory except in case of illness, personal emergencies or military operational emergencies.

Confirm Date: \_\_\_\_\_ Signature of Commander: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

17. Select the “X” in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-6 and Below)

18. Select the **“Close Window”** link to return to your homepage.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

Use the following steps to request enrollment in an On-Duty class for Soldiers with a rank of E-7 and above.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.


1. Log into GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your user name and password.



2. Your GoArmyEd homepage appears.
3. In the Smart Links section, select the **“On-Duty Courses”** link.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

4. The On-Duty Enrollment Request screen appears. Select the magnifying glass icon  in the “Class ID” field.


**Note:** Fields marked with an asterisk must be completed.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.


The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007		GeoEd Center: Ft Bliss


Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	<input type="text"/> 
*Objective:	<input type="text"/>
Enrollment Status:	
Class Section:	


5. The Look Up Class ID screen appears with a list of On-Duty classes. Select the On-Duty class you want to view.


### Look Up Class ID

Class ID:  

Class Name:


Start Date:  

End Date:  

Geo Ed Center:  

Delivery Mode:



Pay Type:

Class Type:  

Building:

[Basic Lookup](#)



### Search Results

[View All](#) First  1-11 of 11  Last

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Seats Available	Geo Ed Center	Pay Type	Class Type
3	202ESL	02/01/2009	03/31/2009	8:00AM	10:10AM	N	Y	N	Y	N	N	N	301	02736	Other	EBEG	
4	ELS 202	01/26/2009	03/31/2009	9:00AM	1:00PM	N	Y	N	N	Y	N	N	10	53456	BA33	ELS	
10	ESL 202	01/19/2009	02/25/2009	9:00AM	10:00AM	N	Y	N	Y	N	N	N	4	53456	BA33	NEWCT	
29	History 101	02/01/2009	02/26/2009	8:00AM	11:00AM	Y	N	Y	N	N	N	N	4	53456	BA33	HSCP	
31	ELS 300	03/02/2009	04/24/2009	9:00AM	1:00PM	N	Y	N	Y	N	N	N	8	53456	BA33	ELS	
34	Sociology 102	03/16/2009	03/27/2009	8:00AM	11:00AM	Y	N	Y	N	N	N	N	4	53456	BA33	ASFP	

**Note:** You can select any column heading to sort in ascending order.

### Search Results

[View All](#) First  1-11 of 11  Last

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Seats Available	Geo Ed Center	Pay Type	Class Type
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## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

6. The On-Duty Enrollment Request form appears. Review the **Class Details** section including:
- Start and end date
  - Start and end time
  - Days of the week class is held
  - Location: Building and Room
  - Class Description

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the "Submit" button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmpID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007		GeoEd Center: Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
Class ID:	31
Enrollment Status:	
Class Section:	300


Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:			

Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective:



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)


7. To select a different On-Duty class, select the magnifying glass icon  to return to the previous Look Up Class ID screen.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.


The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007		GeoEd Center: Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	31  ELS 300
Enrollment Status:	
Class Section:	300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:			


Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective:   ☒ Confirm Now ☐ Confirm By Commander

8. Select the drop-down arrow in the “**Objective**” field and select the reason you are requesting to attend this particular On-Duty class.

Class Description:

Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective:   ☒ Confirm Now ☐ Confirm By Commander

- Basic Skills Education Program
- GT Improvement
- General Education Development
- High School Completion
- Preparation for College
- Professional Development
- Reading Skills Development



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

9. Soldiers, E7 and above, can confirm their On-Duty class enrollment. Select the **“Confirm Now”** radio button to confirm your On-Duty class enrollment.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007	GeoEd Center:	Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	31  ELS 300
Enrollment Status:	
Class Section:	300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:	<div></div>		

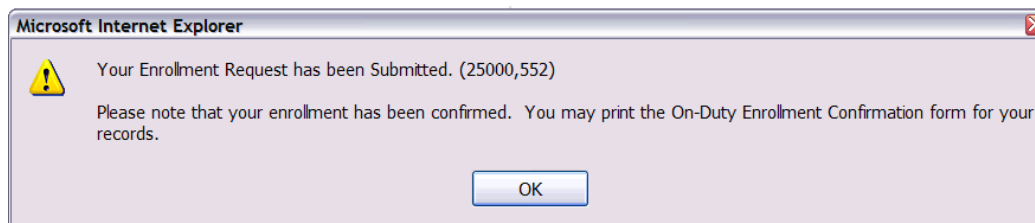
Enrollments in Class					
Total Seats: 8	Issued: 3	Confirmed: 0	Verified: 0	Withdrawn: 0	Open: 8

\*Objective: Professional Development

☒ Confirm Now ☐ Confirm By Commander

10. Select the **“Submit”** button to submit the enrollment.

11. A message appears stating your enrollment request has been submitted.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

12. The “**Enrollment Status**” field displays “**Confirmed.**” You are now enrolled in the On-Duty class and will receive a confirmation email.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007		GeoEd Center: Ft Bliss

Enrollment Information			
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.			<b>Enrollment Status: Confirmed</b>
*Class ID:	31	ELS 300	Class Section: 300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Pay Type:	BA33	Days of Week:	TuTh
Instructional Hours:	12.00	Unit of Cost:	*Cost: \$10.00

13. Select the “**Print On-Duty Enrollment Confirmation Form (PDF)**” button to print the On-Duty enrollment confirmation for your records.

GeoEd Center: Ft Bliss Room: 100

Building: Hoffman Hall II

Class Description:

Enrollments in Class					
Total Seats: 8	Issued: 4	Confirmed: 1	Verified: 0	Withdrawn: 0	Open: 7

\*Objective: Professional Development

☒ Confirm Now ☐ Confirm By Commander

14. A screen appears stating the report is running.

Report is running. Please wait. A link will be displayed when the report is done.

15. After the report is completed, a screen appears with the following message. Select the “**Click here to view the report**” link.

[Click here to view the report](#)





## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

16. A **Confirmation of On-Duty Training PDF** form appears with the On-Duty class information confirmed.

Printed: 02/12/2009

**CONFIRMATION OF ON-DUTY TRAINING  
ARMY CONTINUING EDUCATION SYSTEM**

**GENERAL INFORMATION**

NAME OF APPLICANT: Joan Doe RANK: Master Sergeant/E8

UNIT: MOS: 18Z GT: 122 SSN: -1007

---

Class Name: **ELS 300**

CLASS ID	START DATE	END DATE	DAYS	START TIME	END TIME
31	03/02/2009	04/24/2009	TuTh	09:00AM	1:00PM

BUILDING: Hoffman Hall II  
ROOM: 445

---

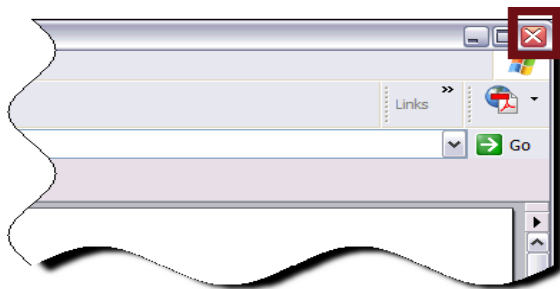
**COMMENTS**

I am requesting this class to support my educational objectives.

Issue Date: 02/12/2009 Issue Date: Joan doe

Confirm Date: 02/12/2009 Confirmed By: Joan doe

17. Select the **"X"** in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

### 18. Email Option:

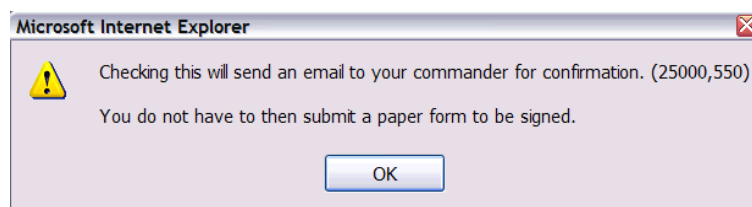
You can choose to send an email to your Commander for approval to attend an On-Duty class by selecting the **“Confirm by Commander”** radio button.

The screenshot shows the 'Enrollments in Class' form. At the top, it displays statistics: Total Seats: 8, Issued: 3, Confirmed: 0, Verified: 0, Withdrawn: 0, and Open: 8. Below this, the '\*Objective:' is set to 'Professional Development'. There are two radio buttons: 'Confirm Now' (unselected) and 'Confirm By Commander' (selected). A checkbox for 'Send Electronically?' is present but unchecked. At the bottom, there are 'Submit' and 'Print and Sign On-Duty Enrollment Request Form (PDF)' buttons. A red box highlights the 'Confirm By Commander' radio button.

Check the box next to **“Send Electronically?”** and enter the Commander's name, phone, and email.

This screenshot is similar to the previous one, but the 'Send Electronically?' checkbox is now checked. The 'Confirm By Commander' radio button remains selected. The 'Submit' and 'Print and Sign On-Duty Enrollment Request Form (PDF)' buttons are still at the bottom. A red box highlights the 'Send Electronically?' checkbox.

A pop-up message appears stating an email will be sent to your Commander and you do not have to submit a paper form to be signed for approval to attend the On-Duty class.



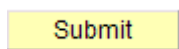
The Commander Information section appears. You must complete the **“Name,” “Phone,”** and **“Email”** fields.

The screenshot shows the 'Commander Information' section. It has three input fields: '\*Name:' with the value 'Captain Jim Smith', '\*Phone:' with the value '654-112-3333', and '\*Email:' with the value 'jimsmith11@us.army.mil'. A red box highlights the entire section.

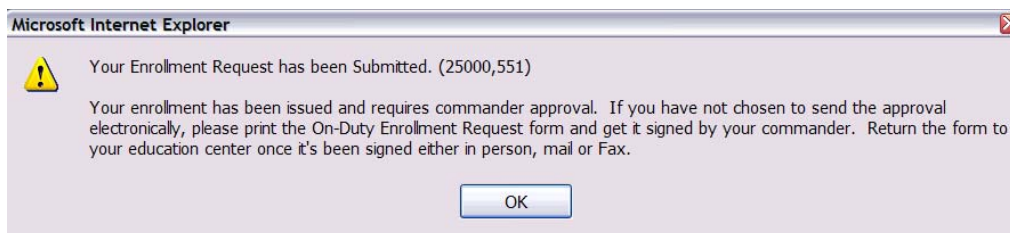


### Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

19. Select the **“Submit”** button to send the email



20. A message appears stating your enrollment request has been submitted and the Commander must approve or disapprove your request to attend the On-Duty class. Select **“OK.”**



If approved to take the On-Duty class, you will receive a confirmation email.

21. Select the **“X”** in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

### 22. Print Option:

Select the print option to print the **On-Duty Enrollment Request** form to obtain a Commander's approval to attend the On-Duty class. The signed form must be returned to your Army Education Counselor.

To print the **On-Duty Enrollment Request** form, select the “**Confirm By Commander**” radio button.

#### On-Duty Enrollment Request

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007		GeoEd Center: Ft Bliss

Enrollment Information																																											
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.																																											
*Class ID:	31 ELS 300																																										
Enrollment Status:	Class Section: 300																																										
<div>Class Details</div> <table border="1"> <tbody> <tr> <td>Class Type:</td> <td>ELS</td> <td>Credit Hours:</td> <td>3.00</td> <td>Pay Type:</td> <td>BA33</td> </tr> <tr> <td>Start Date:</td> <td>03/02/2009</td> <td>End Date:</td> <td>04/24/2009</td> <td>Days of Week:</td> <td>TuTh</td> </tr> <tr> <td>Start Time:</td> <td>9:00AM</td> <td>End Time:</td> <td>1:00PM</td> <td>Instructional Hours:</td> <td>12.00</td> </tr> <tr> <td>Cost Per Unit:</td> <td>\$5,000.00</td> <td>Unit of Cost:</td> <td>Class</td> <td>Non-Military Student Cost:</td> <td>\$10.00</td> </tr> <tr> <td>GeoEd Center:</td> <td>Ft Bliss</td> <td>Room:</td> <td>445</td> <td></td> <td></td> </tr> <tr> <td>Building:</td> <td>Hoffman Hall II</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Class Description:</td> <td colspan="5"></td> </tr> </tbody> </table>		Class Type:	ELS	Credit Hours:	3.00	Pay Type:	BA33	Start Date:	03/02/2009	End Date:	04/24/2009	Days of Week:	TuTh	Start Time:	9:00AM	End Time:	1:00PM	Instructional Hours:	12.00	Cost Per Unit:	\$5,000.00	Unit of Cost:	Class	Non-Military Student Cost:	\$10.00	GeoEd Center:	Ft Bliss	Room:	445			Building:	Hoffman Hall II					Class Description:					
Class Type:	ELS	Credit Hours:	3.00	Pay Type:	BA33																																						
Start Date:	03/02/2009	End Date:	04/24/2009	Days of Week:	TuTh																																						
Start Time:	9:00AM	End Time:	1:00PM	Instructional Hours:	12.00																																						
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GeoEd Center:	Ft Bliss	Room:	445																																								
Building:	Hoffman Hall II																																										
Class Description:																																											
<div>Enrollments in Class</div> <table border="1"> <tbody> <tr> <td>Total Seats:</td> <td>8</td> <td>Issued:</td> <td>3</td> <td>Confirmed:</td> <td>0</td> <td>Verified:</td> <td>0</td> <td>Withdrawn:</td> <td>0</td> <td>Open:</td> <td>8</td> </tr> </tbody> </table>		Total Seats:	8	Issued:	3	Confirmed:	0	Verified:	0	Withdrawn:	0	Open:	8																														
Total Seats:	8	Issued:	3	Confirmed:	0	Verified:	0	Withdrawn:	0	Open:	8																																
*Objective:	Preparation for College	<input type="radio"/> Confirm Now <input checked="" type="radio"/> <b>Confirm By Commander</b>																																									
<div>Submit</div> <div>Print and Sign On-Duty Enrollment Request Form (PDF)</div>																																											

### 23. Select the “**Submit**” button.

**Submit**

### 24. After selecting the “**Submit**” button, a message appears stating your enrollment request has been submitted and the Commander must approve or disapprove your request to attend the On-Duty class. Select “**OK.**”



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

25. The “**Enrollment Status**” field displays **Issued**. Select the “**Print and Sign On-Duty Enrollment Request Form (PDF)**” button.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Doe, Joan	Rank: Master Sergeant
SSN:	-1007	GeoEd Center:	Ft Bliss

Enrollment Information			
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.			<b>Enrollment Status: Issued</b>
*Class ID:	31	ELS 300	Class Section: 300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:			

Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective: Preparation for College ☐ Confirm Now ☒ Confirm By Commander

26. A screen appears stating the report is running.

**Report is running. Please wait. A link will be displayed when the report is done.**

27. After the report is completed, a screen appears with the following message. Select the “**Click here to view the report**” link.

[Click here to view the report](#)



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (E-7 and Above)

28. The **Request to Attend On-Duty Training PDF** form appears with the On-Duty class information. The signed form must be returned to your Army Education Center to confirm the approval date and time in your Student Record.

After confirming your On-Duty class enrollment, you will receive a confirmation email.

Printed: 02/12/2009

**REQUEST TO ATTEND ON-DUTY TRAINING  
ARMY CONTINUING EDUCATION SYSTEM**

**GENERAL INFORMATION**

NAME OF APPLICANT: Joan Doe RANK: Master Sergeant/E8  
UNIT: MOS: 18Z GT: 122 SSN: -1007

Class Name: Life Skills

CLASS ID	START DATE	END DATE	DAYS	START TIME	END TIME
31	03/02/2009	04/24/2009	TuTh	9:00AM	01:00PM

BUILDING: Hoffman Hall  
ROOM: 445

**COMMENTS**

I am requesting this class to support my educational objectives.

Issue Date: 02/12/2009

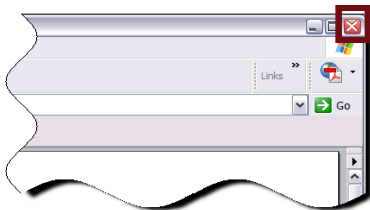
I request permission to attend above training. I understand that regular class attendance is expected and that non-attendance will be reported to my unit. If enrolled in the FAST program, upon completion of class and recommendation by an educational advisor, I request permission to take an AFCT Retest. I authorize the Education Center to receive a copy of my AFCT retest results.

Issue Date: 02/12/2009 Signature of Applicant: Joan Doe

Request is approved. The applicant will be available to attend class as scheduled. Attendance is mandatory except in case of illness, personal emergencies or military operational emergencies.

Confirm Date: Signature of Commander: Printed Name: Phone: EMAIL:

29. Select the “X” in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



30. Select the “Close Window” link to return to your homepage.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

Use the following steps to request enrollment in an On-Duty class for civilians and other service members.

**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Log into GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your user name and password.




2. Your GoArmyEd homepage appears.
3. In the Smart Links section, select the **"On-Duty Courses"** link.





## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

4. The On-Duty Enrollment Request screen appears. Select the magnifying glass icon  in the “Class ID” field.


**Note:** Fields marked with an asterisk must be completed.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.


Student Information	
EmplID:	0732204
Rank:	
SSN:	-7771
GeoEd Center:	

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the "Class ID" field and select your course.	
*Class ID:	<input type="text"/> 
Enrollment Status:	
*Objective:	<input type="text"/>
Class Section:	


Submit      Print and Sign On-Duty Enrollment Request Form (PDF)


5. The Look Up Class ID screen appears with a list of On-Duty classes. Select the On-Duty class you want to view.


### Look Up Class ID

Class ID:  

Class Name:


Start Date:  

End Date:  

Geo Ed Center:  

Delivery Mode:

Pay Type:



Class Type:  

Building:

Look Up    Clear    Cancel    [Basic Lookup](#)

### Search Results

[View All](#)



First  1-11 of 11  Last

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Seats Available	Geo Ed Center	Pay Type	Class Type
3	202ESL	02/01/2009	03/31/2009	8:00AM	10:10AM	N	Y	N	Y	N	N	N	301		02736	Other	EBEG
4	ELS 202	01/26/2009	03/31/2009	9:00AM	1:00PM	N	Y	N	N	Y	N	N	10		53456	BA33	ELS
10	ESL 202	01/19/2009	02/25/2009	9:00AM	10:00AM	N	Y	N	Y	N	N	N	4		53456	BA33	NEWCT
29	History 101	02/01/2009	02/26/2009	8:00AM	11:00AM	Y	N	Y	N	N	N	N	4		53456	BA33	HSCP
31	ELS 300	03/02/2009	04/24/2009	9:00AM	1:00PM	N	Y	N	Y	N	N	N	8		53456	BA33	ELS
34	Sociology 102	03/16/2009	03/27/2009	8:00AM	11:00AM	Y	N	Y	N	N	N	N	4		53456	BA33	ASEP

**Note:** You can select any column heading to sort in ascending order.

### Search Results

[View All](#)

First  1-11 of 11  Last

Class ID	Class Name	Start Date	End Date	Start Time	End Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Seats Available	Geo Ed Center	Pay Type	Class Type
----------	------------	------------	----------	------------	----------	-----	------	-----	-------	-----	-----	-----	-----------------------	---------------	----------	------------



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

6. The On-Duty Enrollment Request form appears. Review the Class Details section including:
- Start and end date
  - Start and end time
  - Days of the week class is held
  - Location: Building and Room
  - Class Description

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the "Submit" button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information	
EmplID:	000011
SSN:	-1007
Rank:	
GeoEd Center:	Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
Class ID:	31
Enrollment Status:	
Class Section:	300


Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:			

Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective:



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)


7. To select a different On-Duty class, select the magnifying glass icon  to return to the previous Look Up Class ID screen.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the "Submit" button at the bottom of the screen.


The fields indicated with \* are mandatory.

Student Information	
EmplID:	000011
SSN:	-1007
Rank:	
GeoEd Center:	Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	31  ELS 300
Enrollment Status:	
Class Section:	300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:			


Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective:   ☒ Confirm Now ☐ Confirm By Commander

8. Select the drop-down arrow in the "**Objective**" field and select the reason you are requesting to attend this particular On-Duty class.

Class Description:

Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective:   ☒ Confirm Now ☐ Confirm By Commander

- Basic Skills Education Program
- GT Improvement
- General Education Development
- High School Completion
- Preparation for College
- Professional Development
- Reading Skills Development



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

9. Civilians and other service members can confirm their own On-Duty class enrollment. Select the “**Confirm Now**” radio button to confirm your On-Duty class enrollment.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information	
EmplID:	000011
Rank:	
SSN:	-1007
GeoEd Center:	Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	31 ELS 300
Enrollment Status:	
Class Section:	300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Cost Per Unit:	\$5,000.00	Unit of Cost:	Class
GeoEd Center:	Ft Bliss	Room:	445
Building:	Hoffman Hall II		
Class Description:			

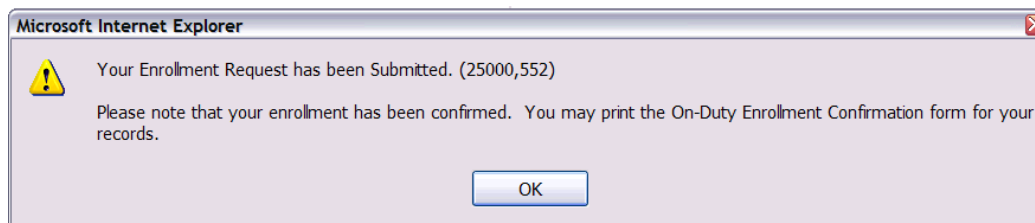
Enrollments in Class					
Total Seats:	8	Issued:	3	Confirmed:	0
Verified:	0	Withdrawn:	0	Open:	8

\*Objective: Professional Development

☒ Confirm Now ☐ Confirm By Commander

10. Select the “**Submit**” button to submit the enrollment.

11. A message appears stating your enrollment request has been submitted.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

12. The “**Enrollment Status**” field displays “**Confirmed.**” You are now enrolled in the On-Duty class.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the 'Submit' button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information			
EmplID:	000011	Rank:	
SSN:	-1007	GeoEd Center:	Ft Bliss

Enrollment Information			
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.			<b>Enrollment Status: Confirmed</b>
*Class ID:	31	ELS 300	Class Section: 300

Class Details			
Class Type:	ELS	Credit Hours:	3.00
Start Date:	03/02/2009	End Date:	04/24/2009
Start Time:	9:00AM	End Time:	1:00PM
Pay Type:	BA33	Days of Week:	TuTh
Instructional Hours:	12.00	Unit of Cost:	\$10.00

13. Select the “**Print On-Duty Enrollment Confirmation Form (PDF)**” button to print the On-Duty enrollment confirmation for your records.

GeoEd Center:	Ft Bliss	Room:	
Building:	Hoffman Hall II		
Class Description:			

Enrollments in Class					
Total Seats: 8	Issued: 4	Confirmed: 1	Verified: 0	Withdrawn: 0	Open: 7

\*Objective: Professional Development

☒ Confirm Now ☐ Confirm By Commander

14. A screen appears stating the report is running.

Report is running. Please wait. A link will be displayed when the report is done.

15. After the report is completed, a screen appears with the following message. Select the “**Click here to view the report**” link.

[Click here to view the report](#)



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

16. A **Confirmation of On-Duty Training PDF** form appears with the On-Duty class information confirmed.

Printed: 02/12/2009

**CONFIRMATION OF ON-DUTY TRAINING  
ARMY CONTINUING EDUCATION SYSTEM**

**GENERAL INFORMATION**

NAME OF APPLICANT: Joan Doe RANK: Master Sergeant/E8

UNIT: MOS: 18Z GT: 122 SSN: -1007

---

Class Name: **ELS 300**

CLASS ID	START DATE	END DATE	DAYS	START TIME	END TIME
31	03/02/2009	04/24/2009	TuTh	09:00AM	1:00PM

BUILDING: Hoffman Hall II  
ROOM: 445

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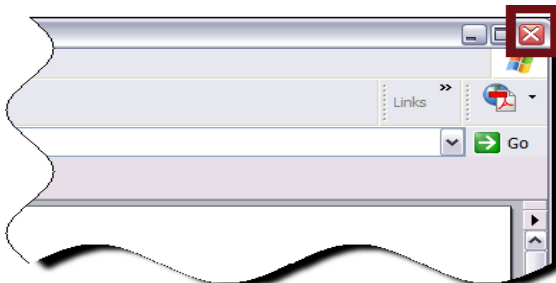
**COMMENTS**

I am requesting this class to support my educational objectives.

Issue Date: 02/12/2009 Issue Date: Joan doe

Confirm Date: 02/12/2009 Confirmed By: Joan doe

17. Select the **"X"** in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

### 18. Email Option:

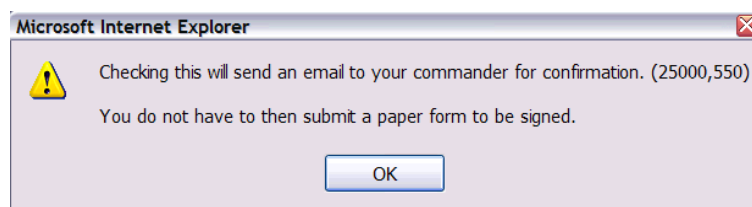
You can choose to send an email to your Commander for approval to attend an On-Duty class by selecting the **“Confirm by Commander”** radio button.

The screenshot shows the 'Enrollments in Class' form. At the top, it displays statistics: Total Seats: 8, Issued: 3, Confirmed: 0, Verified: 0, Withdrawn: 0, and Open: 8. Below this, the '\*Objective:' is set to 'Professional Development'. There are two radio buttons: 'Confirm Now' (unselected) and 'Confirm By Commander' (selected). A checkbox for 'Send Electronically?' is present but unchecked. At the bottom, there are 'Submit' and 'Print and Sign On-Duty Enrollment Request Form (PDF)' buttons. A red box highlights the 'Confirm By Commander' radio button.

Check the box next to **“Send Electronically?”** and enter the Commander's name, phone, and email.

This screenshot is similar to the previous one, but the 'Send Electronically?' checkbox is now checked. The 'Confirm By Commander' radio button remains selected. The 'Submit' and 'Print and Sign On-Duty Enrollment Request Form (PDF)' buttons are still at the bottom. A red box highlights the 'Send Electronically?' checkbox.

A pop-up message appears stating an email will be sent to your Commander and you do not have to submit a paper form to be signed for approval to attend the On-Duty class.



The Commander Information section appears. You must complete the **“Name,” “Phone,”** and **“Email”** fields.

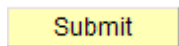
The screenshot shows the 'Commander Information' section. It has three input fields: '\*Name:' with 'Captain Jim Smith', '\*Phone:' with '654-112-3333', and '\*Email:' with 'jimsmith11@us.army.mil'. A red box highlights the entire section.



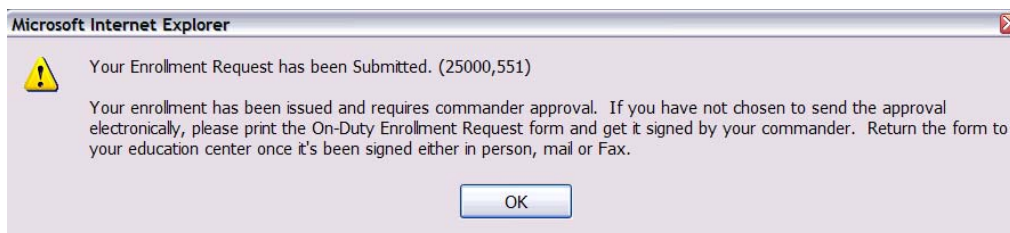


### Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

19. Select the **“Submit”** button to send the email



20. A message appears stating your enrollment request has been submitted and the Commander must approve or disapprove your request to attend the On-Duty class. Select **“OK.”**



If approved to take the On-Duty class, you will receive a confirmation email.

21. Select the **“X”** in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



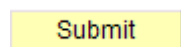
## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

### 22. Print Option:

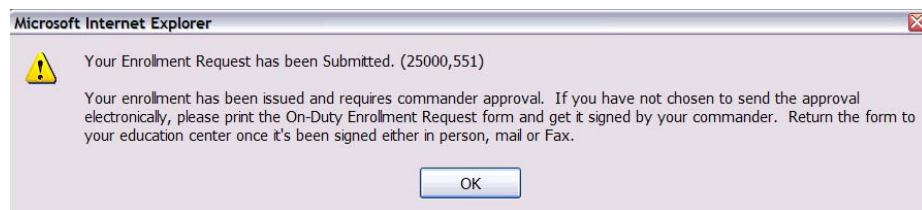
Select the print option to print the **On-Duty Enrollment Request** form to obtain a Commander's approval to attend the On-Duty class. The signed form must be returned to your Army Education Counselor.

To print the **On-Duty Enrollment Request** form, select the “**Confirm By Commander**” radio button.

### 23. Select the “**Submit**” button.



### 24. After selecting the “**Submit**” button, a message appears stating your enrollment request has been submitted and the Commander must approve or disapprove your request to attend the On-Duty class. Select “**OK.**”



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

25. The “**Enrollment Status**” field displays **Issued**. Select the “**Print and Sign On-Duty Enrollment Request Form (PDF)**” button.

**On-Duty Enrollment Request**

To create a new on-duty enrollment request, fill in the required fields. Once complete, press the “Submit” button at the bottom of the screen.

The fields indicated with \* are mandatory.

Student Information	
EmplID:	000011
SSN:	-1007
Rank:	
GeoEd Center:	Ft Bliss

Enrollment Information	
To look up the Class ID, please click on the magnifying glass to the right of the Class ID field and select your course.	
*Class ID:	31 ELS 300
Enrollment Status:	Issued
Class Section:	300

Class Details	
Class Type:	ELS
Credit Hours:	3.00
Pay Type:	BA33
Start Date:	03/02/2009
End Date:	04/24/2009
Days of Week:	TuTh
Start Time:	9:00AM
End Time:	1:00PM
Instructional Hours:	12.00
Cost Per Unit:	\$5,000.00
Unit of Cost:	Class
Non-Military Student Cost:	\$10.00
GeoEd Center:	Ft Bliss
Room:	445
Building:	Hoffman Hall II
Class Description:	

Enrollments in Class	
Total Seats:	8
Issued:	3
Confirmed:	0
Verified:	0
Withdrawn:	0
Open:	8

\*Objective: Preparation for College

☐ Confirm Now ☒ Confirm By Commander

26. A screen appears stating the report is running.

Report is running. Please wait. A link will be displayed when the report is done.

27. After the report is completed, a screen appears with the following message. Select the “**Click here to view the report**” link.

[Click here to view the report](#)



## Step-by-Step Instructions for Requesting Enrollment in an On-Duty Class (Civilian/Other Service Members)

28. The **Request to Attend On-Duty Training PDF** form appears with the On-Duty class information. The signed form must be returned to your Army Education Center to confirm the approval date and time in your Student Record. After confirming your On-Duty class enrollment, you will receive a confirmation email.

Printed: 02/12/2009

**REQUEST TO ATTEND ON-DUTY TRAINING**  
**ARMY CONTINUING EDUCATION SYSTEM**

**GENERAL INFORMATION**

NAME OF APPLICANT: Joan Doe RANK: Master Sergeant/EB  
UNIT: MOS: 18Z GT: 122 SSN: -1007

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Class Name: Life Skills

CLASS ID	START DATE	END DATE	DAYS	START TIME	END TIME
31	03/02/2009	04/24/2009	TuTh	9:00AM	01:00PM

BUILDING: Hoffman Hall  
ROOM: 445

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**COMMENTS**

I am requesting this class to support my educational objectives.

Issue Date: 02/12/2009

I request permission to attend above training. I understand that regular class attendance is expected and that non-attendance will be reported to my unit. If enrolled in the FAST program, upon completion of class and recommendation by an educational advisor, I request permission to take an AFCT Retest. I authorize the Education Center to receive a copy of my AFCT retest results.

Issue Date: 02/12/2009 Signature of Applicant: \_\_\_\_\_  
Joan Doe

Request is approved. The applicant will be available to attend class as scheduled. Attendance is mandatory except in case of illness, personal emergencies or military operational emergencies.

Confirm Date: \_\_\_\_\_ Signature of Commander: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

29. Select the “X” in the upper right-hand corner of the screen to close the On-Duty class enrollment form.



30. Select the “Close Window” link to return to your homepage.



## Step-by-Step Instructions for Viewing On-Duty Class Information

Use the following steps to view On-Duty class enrollments.

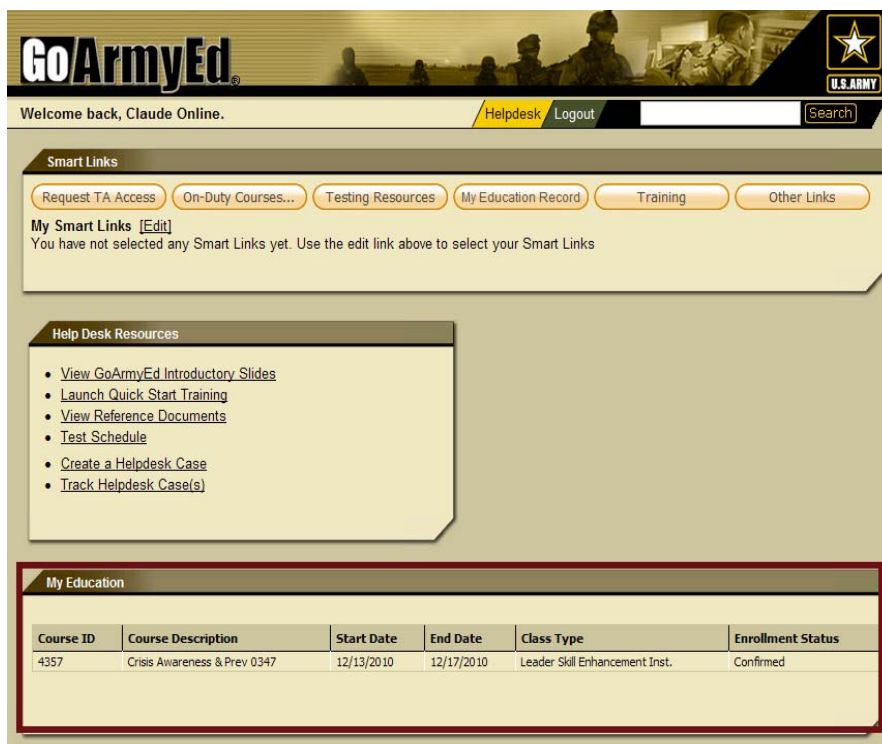
**Note:** Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Log into GoArmyEd at [www.goarmyed.com](http://www.goarmyed.com) with your user name and password.



2. Your GoArmyEd homepage appears.

3. Once approved to take an On-Duty class, your On-Duty class can be viewed on your homepage under the My Education section.



**Key Points to Remember**

- Soldiers with the rank of E-6 and below must obtain a Commander's approval to attend the On-Duty class.
- Soldiers with the rank of E-7 and above can confirm their own On-Duty class enrollment.
- Civilians and other service member can confirm their own On-Duty class enrollment.
- Once approved to take an On-Duty class, you will receive a confirmation email.

